
REPORT TO:	ENVIRONMENTAL AND DEVELOPMENT SERVICES	AGENDA ITEM: 14
DATE OF MEETING:	2 nd October 2003	CATEGORY: DELEGATED
REPORT FROM:	ENVIRONMENTAL HEALTH MANAGER	OPEN PARAGRAPH NO:
MEMBERS' CONTACT POINT:	Carl Jacobs 595717	DOC:
SUBJECT:	Health and Safety Enforcement - Service Plan	REF: c:\myfiles\com\ES\HS/ServicePlan
WARD(S) AFFECTED:	All	TERMS OF REFERENCE: ES13

1.0 Recommendations

- 1.1 That the Committee approves the Health and Safety Enforcement Service Plan 2003/2004.

2.0 Purpose of Report

- 2.1 The Health and Safety Commission require that a Service Plan (See Annex 1) be drawn up and submitted to the relevant member forum for approval to make it clear the Environmental Health Commercial Section arrangements for contributing to current HSC priorities. The service plan should identify both reactive and proactive work. Once approved it will be placed on the Councils Web Site.

3.0 Detail

- 3.1 The guidance issued by the Health and Safety Commission is specific in the information that should be included in the Service Plan. The plan should include the following areas:-
- Future Objectives
 - Key programmes including a planned programme in the context of the current HSC Strategic Plan and HELA Strategy
 - Information on the service being provided
 - The means by which the service is being provided
 - Any performance targets and how they will be achieved
 - A review of performance to address any variances from meeting the requirements of the service plan
- 3.2 The guidance also states that it appreciates that not all accidents enquiries will be investigated but requires the methodology of which enquiries / accidents etc are prioritised and agreed.

3.3 This is the first Health and Safety Service Plan and therefore no comparison with the previous years is possible. Although the guidance does not require such a comparison it will be included in next years report.

4.0 Financial Implications

4.1 None

5.0 Background Papers

5.1 Health and Safety Enforcement Law – Service Plan